Creating E-Track Internet Browser Favorites (Shortcuts/Bookmarks)

Before starting to use E-Track, we suggest you create an “E-Track” folder and the following E-Track-related favorites in your Internet browser. The next several pages will walk you through the steps of creating a favorites folder and individual favorites in Internet Explorer 8. The steps are similar in Firefox and other browsers.

E-Track-Related Links:

http://www.ocwtp.net/e-track/LsnTrng.html  (County Training Liaison Training Page)

https://e-track-qa.teds.com/EveryOne/TEDSEveryOne.jsp  (E-Track TEST Data Environment)

https://e-track.teds.com/EveryOne/TEDSEveryOne.jsp  (E-Track REAL Data Environment)

http://www.ocwtp.com/ETrackPersonAdd.html  (Add New Person Web Form)

http://www.ocwtp.com/ETrackPersonEdit.html  (Edit Existing Person Web Form)

In parenthesis next to each link above is how we recommend you label the link within your browser’s bookmarks.
Open your Internet browser (we are using Internet Explorer 8 in this example) and copy and paste the first hyperlink on the previous page into your browser’s address window and hit enter to proceed to that address. You should now be on the E-Track County Liaison Training Page (below):
Select the “Favorites” menu icon, then select “Add to Favorites” in the resulting dropdown menu.
In the popup window, click the “New Folder” button and enter “E-Track” as the “Folder Name” in the “Create a Folder” popup window. Click “Create” to close that popup. Now check that you have the website name worded as suggested for the link and click “Add” to add your liaison training page as your first favorite in your new E-Track favorites folder.
Now navigate to the next hyperlink from the first page: https://e-track-qa.teds.com/EveryOne/TEDSEveryOne.jsp. Follow the same steps, selecting “Favorites” and “Add to Favorites,” BUT when the popup appears, simply change your folder to “E-Track” and click “Add.”
You should change your password after initial entry. To do this, log in on the Everyone side, click on the "Profile" tab on the top menu bar, and click "Change My Password". If you are logging into the Administrator side of E-Track, you will first see the screen below and then click on "Administrator" to proceed to the full.

Now simply repeat the last page for your remaining E-Track favorites. When you are finished, you should have an E-Track folder within your Internet Explorer Favorites that looks like the following: